



DEPARTMENT OF THE NAVY  
NAVAL AIR WARFARE CENTER TRAINING SYSTEMS DIVISION  
12211 SCIENCE DRIVE  
ORLANDO, FLORIDA 32826-3224

IN REPLY REFER TO:  
Code 25351  
24 August 2018

[REDACTED]  
Bowhead Business and Technology Solutions, LLC  
4900 Seminary Road, Suite 1200  
Alexandria, Virginia 22311-1855

Dear Ms. Schendel:

The Government is considering awarding an 8(a) sole-source contract for the Virtual Desktop Infrastructure (VDI) Electronic Classroom Upgrade and Install at the Naval Air Technical Training Center (NATTC) in Pensacola, Florida.

As permitted by the Federal Acquisition Regulation (FAR) Part 19.8 and Section 8(a) of the Small Business Act (15 USC 637(a)(1)), the Naval Air Warfare Center Training Systems Division (NAWCTSD) has requested that Bowhead Business and Technology Solutions, LLC be their 8(a) sole-source contractor for this effort.

The effort is defined by the following requirements documents which are provided as Enclosures:

- 1) The Statement of Work (SOW) titled "CNATT VDI CLASSROOM TECH REFRESH", dated 13 August 2018,
- 2) Contract Data Requirements Lists (CDRLs) A0001-A0005, B0001-B0004, D0001-D0002, E0001-E0003, and F0001-F0002
- 3) NATTC Site Layouts
- 4) Government Furnished Equipment (GFE) List

Bowhead is advised that despite the statement contained in Section 3.1.2 of Enclosure 1, no DD Form 254 will be provided for this effort.

In order to negotiate and award the contract, it is requested that Bowhead review the enclosed Statement of Work and provide your concurrence with the stated terms and conditions. The Government intends to award the contract by 28 September 2018, subject to the receipt of an adequate proposal. The delivery date for this effort will be 18 months from contract award. Section B of the resultant contract award will have one Contract Line Item Number (CLIN) awarded on a Firm Fixed Price (FFP) basis. It is requested that Bowhead submit a cost/price and technical proposal for this effort.

As required by FAR 15.403-4, cost or pricing data must be submitted. This cost or pricing data must be submitted in accordance with FAR 15.408(m), Table 15-2. This will enable the Government to perform a cost or price analysis, and eventually to negotiate a fair and reasonable price.

Bowhead's cost/price proposal must be fully supported by data which is sufficient to establish the reasonableness of the price proposed. No page limitation exists for the cost/price proposal. A complete description of the philosophy and methodology used in developing the price estimate is required. For each element of cost, you must provide supporting rationale because the government will only recognize those costs which you can objectively support. The following specific cost information is required:

- a. Labor categories: A breakdown of the labor categories and labor hours, as well as your basis of estimates, shall accompany the rationale supporting Bowhead's proposal. At a minimum, the proposal for labor hours shall include an assessment of the mix of labor categories proposed relative to the effort proposed.
- b. Labor rates: Rates shall be identified with base rate, escalation factor (if applicable), and midpoint calculations defined. Provide rationale for any proposed escalation of rates.
- c. Other Direct Costs (ODCs): ODCs shall be identified and supported by providing a complete pricing breakout of each item(s) proposed (i.e. travel cost shall be supported by rationale for purpose of trip, number of trips, number of people and duration of trips, etc.). Any other direct costs applicable to this effort shall be identified.
- d. Materials Acquisition: Materials shall include a total priced Bill of Materials, with supporting data which includes the basis for the proposed costs. The proposed material cost shall be supported with vendor quotes, purchase orders, engineering estimates, etc. Provide the basis for the price for any subcontracted items. Additionally, as required by FAR Part 15, provide the extent of competition and the analysis of the proposal received.
- e. Indirect Rates: Indirect Rates shall be identified for all cost elements.
- f. Subcontractor: For major subcontractors, submit the same cost information as identified in items a through e. Major subcontractors are defined as a subcontractor who provides at least 10% of the proposed total cost/price (excluding the offeror's profit), for the contract.
- g. Information: Bowhead's proposal should address any documentation, delivery schedule requirements, and any other information applicable to this effort.
- h. Non-commercial Technical Documentation, Computer Software and Computer Software Documentation: In accordance with Defense Federal Acquisition Regulations (DFARS) provision 252.227-7017, list all technical data or computer software that will be provided with restricted rights.

The Bowhead technical proposal should address the following elements and should not exceed 20 pages in length:

- a. Provide the major assumptions on which your VDI concept and architecture is based and discuss the importance of these assumptions to the successful implementation of your concept and architecture.
- b. The contractor shall provide a technical overview of the general VDI classroom (or system) design. The contractor shall explain how the VDI classroom design is capable of delivering all required courseware, attention for system redundancy, and maintenance considerations. The contractor shall provide a detailed drawing of one VDI system, containing 30 seats, as well as a proposed floor plan layout of classroom and COMs closet.
- c. The contractor shall provide a technical approach for scaling up system deliveries. The contractor shall outline their schedule on delivering 190 systems, and in what time frame they will be delivered. The contractor shall explain the risks, challenges, and benefits of their plan and include any risk mitigation plans.

In order to meet a projected award date of 28 September 2018, please submit your proposal to this office as soon as possible, but no later than 13 September 2018. The validity period of the referenced proposal must not be less than 30 days to allow for review, negotiation, and award of a contract and delivery order.

Additionally, Enclosure (5) is the Proposal Adequacy Checklist and should be used as a guide for submitting an adequate and complete proposal in accordance with DFARS 215.408(4). A completed Enclosure (5) shall also to be submitted with your proposal submission.

This is a Request for Proposal and Bowhead shall take no action on this request beyond proposal preparation and submittal. The Government will not be liable for any claim for relief due to work performed in advance or anticipation of a bona fide contractual instrument. Should you have any questions, please contact the Contract Specialist, Michael Lothrop, at (407) 380-8181 or by email at [michael.lothrop1@navy.mil](mailto:michael.lothrop1@navy.mil).

Sincerely,

GORDON

EUBANKS.ANDREA

.L.1265839076

Andrea Gordon-Eubanks

Contracting Officer

Digitally signed by GORDON EUBANKS.ANDREA.L1265839076  
DN: cn=EPL, o=US Government, ou=DoD, ou=FRL, ou=USDA,  
cn=GORDON EUBANKS.ANDREA.L1265839076  
Date: 2018.08.24 15:38:39 -0500

Enclosures:

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- 3) NATTC Site Layout
- 4) GFE List
- 5) Proposal Adequacy Checklist